



**Sports Medicine Internship Program
Intern Handbook
2018 - 2019**

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Introduction

Welcome to Arizona Western College's Sports Medicine Team! As a member of the Sports Medicine Internship Program, you are an important component of the Sports Medicine Department. Each of you has been selected because of your individual qualities and promising applications. You will find yourself among others who are also quite outstanding. This should not intimidate you, but rather encourage you to want to learn and achieve. The more skilled and dedicated each of you is, the more we improve as a program and the better job we do providing care for our athletes. This handbook has been organized to help familiarize you with the policies and procedures of the Sports Medicine Program as well as the expectations of your role in the Sports Medicine Team. Current or "veteran" interns should also use the handbook as a reference throughout the internship program. Please review the handbook thoroughly, as you will be held accountable for its contents. The success of the Sports Medicine Team and the athletic program depends on the punctuality, discipline, work ethic, and the responsibilities of the Sports Medicine Team – which you are now a member of.

Mission Statement/ Philosophy

Arizona Western College welcomes all who seek to increase their knowledge, gain skills, enrich their lives, and benefit from the diverse learning opportunities it offers. It offers both traditional and alternative approaches to learning, emphasizes teaching excellence, assesses student learning, and builds collaborative partnerships. Our goal with the Sports Medicine Internship Program is to introduce the student to the athletic training profession and a working environment in which skills/knowledge can be gained in preparation for transfer to a university.

Ethics

As a Sports Medicine Intern who is in the process of developing skills, knowledge, and professionalism, you will also be expected to understand and comply with the Code of Ethics of the National Athletic Trainers' Association. This document has been written to make the membership aware of the principles of ethical behavior that should be followed in the practice of athletic training. The Code of Ethics presents standards of behavior that you must strive to achieve.

There are 5 principles that you must be aware of and practice. You must:

- 1) Respect the rights, welfare, and dignity of all individuals;
- 2) Comply with the laws and regulations governing the practice of athletic training;
- 3) Accept responsibility for the exercise of sound judgment;
- 4) Maintain and promote high standards in the provision of services; and
- 5) Not engage in any form of conduct that constitutes a conflict of interest or that adversely reflects on the profession or Arizona Western College

Professionalism

As a Sports Medicine Intern at Arizona Western College, you are a representative of the college. Your professional conduct and dress is expected to reflect this at all times. Interns are expected to adhere to the NATA Code of Professional Practice and Ethical Principles at all times. Information heard or discussed at team meetings, practices, games, etc. by coaches, athletes, and/or administrators is considered confidential and should not be discussed with other individuals. Respect all coaches, professional staff, administrators, etc. at all times. Avoid confrontations or heated discussions if at all possible, and if a problem develops, notify a Certified Athletic Trainer. No tobacco product or alcohol is to be consumed while representing Arizona Western College's Sports Medicine or Athletics Department. This includes while traveling with athletic

teams. Excessive profane language, horseplay, etc. will not be tolerated. Important Note: **Do not publicly express opinions of treatment or care rendered by a physician, Certified Athletic Trainer or other intern.**

Sexual Harassment

If someone in the workplace (either employee or student-athlete) is making advances or comments of a sexual nature that you feel are unwelcome or offensive, it is your right to directly approach that person and let them know that you do not appreciate those types of comments or actions. This is true even if said comments or actions were not directed at you specifically. This policy also applies to physical contact. If you are not comfortable with confronting the person directly, you may wish to discuss the incident with an athletic trainer or other staff member. If you feel the situation is of a private nature or you are embarrassed to discuss it with a staff member, you may wish to approach the athletic director. Arizona Western College has a very strict policy regarding sexual harassment and you should not hesitate to discuss the problem with the appropriate personnel to seek appropriate resolution.

Dealing with Student-Athletes of Opposite Sex

Interns must be professional in both their relationships and physical-contact with all student-athletes. Within the context of the Arizona Western College Athletic Training Room and the practice of sports medicine duties and responsibilities, the following policies governing inter-sex behavior and contact **must be absolute**. These policies are in place to protect you and it is your responsibility to follow them:

1. Never be in a one-on-one situation with a student-athlete (specifically of the opposite sex) with a door closed and/or locked.
2. If privacy is essential and intimate contact is a possibility (which should never be the position of a Sports Medicine Intern), there should always be at least a third person in the room and that third person should be of the same sex as the athlete. It would be best if a fourth person of the same sex as the athletic trainer were also present, especially in cases where female athletic trainers/interns attend to male athletes or male athletic trainers/interns attend to female athletes.
3. If stretching an athlete or performing a treatment assigned by a certified athletic training, ensure that all hand and body placement is professional and appropriate.
4. If at any point in time you feel uncomfortable with performing a treatment assigned by a Certified Athletic Trainer, voice your concerns with a Certified Athletic Trainer in a professional manner.

Inter-Personal Relationships

Certified Athletic Trainers: The Certified Athletic Trainers are responsible for the daily operations of the athletic training facility and therefore, need to be aware of any and all issues which may affect the ability to deliver appropriate care. It is your responsibility to report anything that you think may affect the health or well-being of a student-athlete. Interns should feel free to discuss anything with them at any time. Both Certified Athletic Trainers practice an open-door policy which means interns may speak freely and openly in the privacy of their office. Understand that there will be times when you will not agree with the decisions made by one or both of the ATC's. It is your prerogative to disagree, but you must maintain professionalism in the work place. If you disagree with something that one of the Certified Athletic Trainers may have done and, after talking with him/her in the office you find that you can still not resolve the issue, interns are free to bring in the athletic director to the discussion. Each of you has the responsibility to maintain good communication

lines with all the ATC's regarding injuries, classes, problems, etc. Please remember that we are here to provide a service as well as to provide you with an education. Remember that someday you will ask one or both of the athletic trainers to write a letter of recommendation for you. How you handle conflict and your attitude towards authority is much more significant than your ability to tape an ankle without wrinkles.

Team Physician and Other Allied Healthcare Professionals: As a Sports Medicine Intern, you may have the opportunity to observe and work with the team physician, his associates, and other healthcare professionals. These individuals can provide you with a great deal of knowledge. You can learn a great deal just by watching them work and listening to them discuss injuries/illnesses with student-athletes. Make sure you ask plenty of questions, but do so at the appropriate time. You may be called upon to assist in some aspect of the illness/injury evaluation procedure. Make sure you follow their orders immediately and efficiently. Be courteous in your conversation and keep in mind the strict contract of confidentiality which governs the student-athlete's health issues.

Coaching Staff: All interns are expected to act in a professional manner when dealing with one of our coaches. A professional relationship must be maintained at all times - treating a member of the coaching staff as a peer or friend is unacceptable behavior. At no time should you ever criticize or argue with a coach. When attending an athletic event (either practice or game), never become a cheerleader or second guess the coach's decision in front of the student-athletes. Remember, you are an extension of the Certified Athletic Trainers and your work should reflect positively on the Sports Medicine Department at all times. If you have a conflict with a coach, report the problem to the athletic trainers, immediately. Understand that any injury information about a student-athlete should come directly from the one of the Certified Athletic Trainers, not you.

Student-Athletes: Earning the respect of the student-athletes that you work with is an important goal to reach and is, in turn, very gratifying. Showing genuine concern and sincere interest in a student-athlete's welfare will also help you gain their respect. Treat every athlete with integrity and show professionalism towards them at all times. Never guess or pretend to know something that you do not about their injury, recovery time, or rehab exercises. Treat every student-athlete equally regardless of their position on the team. All athletic training room rules and policies must be applied **equally to all athletes** – no exceptions. Enforcement must be uniform and carried out in a firm, but courteous manner. It is important to draw a line between providing competent and friendly care, and fraternization. Socializing must be done on your own time and must not result in romantic relationships. Remember, you are here to learn and to work.

Parents or Legal Guardians: While the majority of the student-athletes are legally adults, there are times when it is necessary to inform parents of injury/illness to their son or daughter. In these cases, the consent of the athlete must be obtained and preferably in writing. In the event that a student-athlete is not at least eighteen years of age, it may be mandatory to contact parents if at all possible. The information to be disclosed to parents must be limited to the specific injury or illness and what is being done to care for it. Communication with parents is the sole responsibility of the Certified Athletic Trainers or the attending licensed practitioner, **not an intern**. If a parent asks you for any medical information or advice, your responsibility is to refer them to the certified athletic trainer or physician.

Other Sports Medicine Interns: Serving and caring for large numbers of athletes takes a coordinated and efficient team effort. You play a large role in this process. You are expected to maintain an excellent rapport with each other. Petty arguments, negative comments, and demeaning actions will not be tolerated. Second-year interns are expected and entrusted to instruct and guide the first-year interns. They must not abuse this

authority. First-year interns are expected to be willing to learn and should freely accept constructive advice and criticism.

Other Athletic Department Personnel: You will come into contact with a variety of other athletic department personnel, both professional and student workers. They work long, hard hours in association with athletic events. You are expected to develop a positive, professional, cooperative working relationship with these individuals. Always treat support staff with dignity, respect and courtesy.

Professional Scouts, Media, and General Public: At times, various individuals may ask questions regarding the status of an injured athlete. Although such questions may be flattering to you, it is not your place to answer. Doing so would be an ethical violation of the student-athletes' right to privacy. If someone does ask you about an injured athlete's status, politely decline to answer and refer all questions to one of the Certified Athletic Trainers.

General Expectations of Interns

Your role as an intern in the Sports Medicine Department comes with high expectations and you should treat as a job. It is your responsibility to read through our expectations of you, failure to comply with the following could jeopardize your internship position.

Academics: You are to perform at your best on a daily basis. You will be expected to turn in assignments and take exams on time - to do otherwise indicates that you are not taking your internship position seriously. This includes planning for away games and travel time with regards to homework deadlines and exams. Classwork, homework, studying, or exam re-takes will not be seen as an excuse to miss your scheduled time in the athletic training room. Become disciplined with managing your time as a failure to do so will not be an acceptable excuse.

Academics – Grade Requirements: Sport Medicine Interns will be expected to maintain a GPA of 3.0 or better in at least 12 credits per semester. If you are unable to maintain this GPA then you will be put on probation (different from three-strike system) until we feel you can balance both academics with the internship. Being a health care provider, we expect the best out of students and hold them to a higher standard. Academics come first, so if you need help in a class or need some time to study then ask. We are more than willing to help you succeed, both academically and professionally. Keep in mind that several students apply to the Sports Medicine Internship Program every year, and we have a limited budget, so grades are often a factor in who will receive funding.

Confidentiality: You must understand that you have a responsibility to keep an athlete's confidentialities. At times you may be confronted by other students, faculty, or news media with questions regarding the health status of an athlete. This information is private and you are not to discuss the athlete's private business with anyone outside of the team unit (team coach, athletic trainer, physician, etc.) It is unethical and illegal for you to disclose any information regarding the health/injury status of any of our athletes to anyone without their expressed or explicit permission. Politely decline to reveal this information, and direct the inquirer to one of the Certified Athletic Trainers.

Dating a Student-Athlete: A professional environment is required of all Sports Medicine Staff members including the intern. Dating or starting a relationship with a student-athlete that you are treating presents an ethical dilemma (favoritism, unprofessionalism in the work place, etc.). The Arizona Western College certified staff understands friendships may occur but the department's interns must be honest if the relationship

progresses further than that. Honesty will allow the certified staff to attempt to accommodate the change of dynamic in the work place. **Dating a student-athlete or failing to report the action qualifies as a reason to be dismissed from the internship program.** Failure to maintain a professional demeanor can result in dismissal from the program.

Dependability: With an extensive athletic program and the amount of work that must be done, it is essential that all members of the Sports Medicine Staff may be depended upon. This entails following directions, completing tasks efficiently and correctly, reporting for work on time, enforcing training room rules, applying treatments properly, caring for the room/equipment, and helping each other. Each member of the staff is depending on the others to do their job no matter how important or menial it may appear to be.

Fraternization and Professionalism: Sports Medicine Interns are required to maintain professional relationships with all athletes, coaches, and administrators. They should recognize that personal conflicts and relationships might occur which may interfere with professional effectiveness. Personal involvement with the above mentioned individuals must not interfere with athletic training room function and responsibilities. Accordingly, interns should refrain from undertaking any activity in which personal issues are likely to lead to inadequate performance and difficulty maintaining a professional relationship with them. Being peers with the athletes makes it difficult to develop a professional relationship with them. This is a challenge to your commitment to the profession and in becoming a Certified Athletic Trainer or other type of health care professional. Treat athletes with the respect that you expect from them. Be courteous and open-minded. Problems with student-athletes or coaches should be reported to a Certified Athletic Trainer immediately.

Mutual Respect: You are expected to treat each other and the Certified Athletic Trainers with respect. Criticizing each other in front of the athletes or other athletic trainers is an unacceptable behavior. This is a professional environment and conflicts should be handled as such. If there is a personal issue between yourself and another intern, deal with it privately and maintain the proper rapport in the athletic training room. If you cannot solve the conflict, then both of you should come to one or both of the athletic trainers so we can discuss the issue together. If at any time you have a problem with any of the Certified Athletic Trainers, you may speak openly and candidly with us in the privacy of our offices.

Taking Initiative/Responsibility: When in the athletic training room, you will be expected to be inquisitive and ask questions at appropriate times. You will also be expected to show initiative and not have to be told what to do at all times. Ultimately, the responsibility of receiving a quality education is as much dependent upon your participation as anything else. Commit yourself to improving your skills each day you are in the athletic training room. Each intern has a legal responsibility to the athletes on the team to which he/she is assigned. There are many opportunities for negligence to occur. Each intern must be sure his/her actions are those of a reasonable and prudent person. Never do anything that you are not sure of or anything that could cause harm to the athlete in any way. Think it through before you act. Never exceed the limitations of the role of a Sports Medicine Intern. Never lose sight of the fact that the athlete's future well-being is more important than any single contest. Each intern is expected to be familiar with the responsibilities and limitations of their role and abilities.

Time Management/Excuses: Time spent in the clinical setting is an ideal learning opportunity but you must be present to take advantage of it. Make sure you plan your schedule so that you are able to keep your commitments. Many students do a poor job in properly managing their time during the semester and expect to be accommodated with extra time off. This puts an extreme strain on all of us in the program. There will be no tolerance of anyone who misses work or comes late. If there is a valid reason for you to be absent during

your scheduled time, it is your responsibility to notify one of the athletic trainers in advance so that proper adjustments can be made. Failure to do so will be noticed and documented during evaluations. (Emergencies are an exception to this.)

Policies and Procedures

Throughout your time as a Sports Medicine Intern, you will be asked and expected to perform certain duties. These duties range from cleaning the athletic training room, to explaining and enforcing rules, to documenting and filing charts/logs, or even performing treatments on a student-athlete (when directed to do so by one of the athletic trainers). Due to the variety of the roles and tasks you will perform, here at Arizona Western College we expect the Sports Medicine Interns to be familiar with the following policies, procedures, and rules.

Athletic Training Room Rules

As a Sports Medicine Intern, one of your responsibilities is to assist the athletic trainers in enforcing these rules with the student-athletes. You are to do so with respect and professionalism. Student-athletes are expected to strictly adhere to these rules and regulations.

- 1. DO NOT** wear cleats or spikes into the athletic training room. The cleats will leave marks on our floor, and metal cleats/spikes are dangerous due to the potential for slipping on the floor.
- 2. DO NOT** bring uniforms, shoes, bags, or any other items into the athletic training room. The locker room is made for those items and our space is too small to accommodate unnecessary objects.
- 3. DO NOT** use any equipment/supplies without the expressed permission of an athletic trainer.
- 4. DO NOT** remove equipment/supplies from the athletic training room – not even to a locker room.
- 5. NO** tobacco products of any type.
- 6. NO** shoes on the treatment tables.
- 7. NO** horseplay, loitering, offensive/abusive behavior, or shouting in the athletic training room. There should be a reason the athlete is in the athletic training room – it cannot be ‘to hang out’.
- 8.** Athletes should shower before receiving any treatment or using the whirlpool.
- 9.** Athletes are **not** to be left unsupervised at any time in the athletic training room.
- 10.** Athletes are **not** to help themselves to supplies, ice, drinks, or candy.
- 11.** Athletes are **not** permitted to give treatments to themselves or others. All treatments and necessary equipment must be set up by a trained member of the Sports Medicine Staff.
- 12.** Athletes are **not** permitted in the office unless invited by the Sports Medicine Staff.
- 13.** All athletes **must** wear a shirt while in the athletic training room; the only exceptions are during treatments or evaluations that involve the upper extremity or back.
- 14.** Use of the athletic training room and the equipment/supplies associated with it is strictly for those individuals involved with the Arizona Western College Intercollegiate Athletics Program.
- 15.** Discussion of confidential information regarding the wellbeing of a student-athlete is prohibited. Never discuss an athlete’s condition with someone other than an athletic trainer or intern.
- 16.** After the completion of a treatment or exercise, return all equipment to its proper location.
- 17.** All members of the Sports Medicine Staff must utilize approved universal precautions as a means of protection of self and others.

Dress Code

An indication of your level of commitment toward professionalism is shown via your dress for official duties at Arizona Western College. Sports Medicine/Athletic Training/Arizona Western Athletics associated polo shirts/shirts are preferred in the athletic training room. Availability of these shirts may be limited, thus other shirts such as ACCAC, NJCAA, NCAA, plain colored, or Arizona Western College related shirts may be worn.

Khaki pants/shorts, black pants/shorts, cargo pants/shorts, clean denim pants, gym shorts, and wind pants are acceptable at all times; shorts must be appropriate length. Interns are also recommended/encouraged to wear comfortable, closed toe, or athletic-type shoes at all times.

When attending outside events, Sports Medicine Interns are encouraged to wear clothing appropriate for the weather (i.e. rain gear, hats, sweatshirts, gloves, etc.). Hats may be worn for outdoor practices but must be worn in traditional fashion (e.g. baseball/softball style).

When traveling with athletic teams, interns are expected to adhere to the athletic team's dress code. However, if no dress code exists for the athletic team, he/she should keep in mind that they are representing the Arizona Western College's Sports Medicine Staff and dress appropriately.

No cut-off or sleeveless shirts. No mid-riff or "belly" shirts. Solely wearing a sports bra is unacceptable. Denim pants/shorts should not be ripped, frayed, cut-off, or torn. No excessively baggy pants/shorts. No mini-skirts. No spandex pants or workout leggings are allowed (unless traveling). No clothing with holes, stains, or offensive language/images. No open-toed shoes, flip-flops, or sandals.

Sports Medicine Interns should also contact a Certified Athletic Trainer if uncertain of dress code. Any intern that is dressed inappropriately will be instructed to change into acceptable clothing or will be asked to leave the athletic training room. Repeat offenses are subject to probationary periods or termination of internship.

Game Day Dress Code

At an outdoor game, an Arizona Western College polo or shirt is required. (You will be provided with one to wear.) In addition, you will be asked to wear either khaki or black pants/shorts (at the discretion of the certified athletic trainer in charge of the sport) and presentable athletic-type shoes. If any inclement weather is likely, appropriate clothing is permitted. Check with the Certified Athletic Trainer associated with the sport you are working.

At an indoor/court game, business-professional or business-casual attire is mandated. This includes the following: dress slacks, blazers, blouses, suits, ties, dress shoes, flats, and low heels. Dresses and skirts are allowed but must be of a length that enables the intern to complete tasks/enable emergency action plans without being revealing or problematic.

Attendance

While it is neither required nor expected for you to be in the athletic training room all day-every day, your attendance is noticed, appreciated, and rewarded. When making schedules for athletic contests and special events, we take into consideration the time and effort you have put in and reward you accordingly. Thus if you don't show up for work, come in late, or show a general lack of effort or interest then you will not get scheduled for games/travel/activities. Scholarships and financial aid are also subject to attendance and effort, so keep this in mind as you plan your schedule. Excessive tardiness or absences will result in probation and/or termination of your internship. If you know that you will miss a day or need to request a day off, communicate with the athletic trainers as soon as possible so that they can work to accommodate your absence.

Request for Days Off

A lot of games and practices are scheduled on weekends and holidays, so you can expect to work at those times. If you need to request a day off or know that you will not be able to make a scheduled event, make sure the staff knows your plans as soon as possible. The earlier you let the staff know, the easier it will be for them to fill the spot. Failure to communicate absences can result in probation and/or termination of your internship. Emergency situations are certainly an exception to this policy.

Tardiness/No Show Policy

Upon your first (1) tardiness/no show you will be required to do all the closing cleaning duties yourself at the end of the day. If this is not within your schedule, you will be required to do opening or closing duties the following shift. Upon your second (2) tardiness/no show you will be required to write a plan on what steps you will take to be on time and show up for shifts as expected and how you will balance and prioritize your time. Finally, if you are tardy/no show a third (3) time you will be suspended for one week and any benefits of being in the Sports Medicine Internship Program will be evaluated and decreased per the Certified Athletic Trainers' discretion.

Financial Aid

The sports medicine internship program here at Arizona Western College is a volunteer-based program. Financial assistance is provided according to availability, performance, and academic success. There is a limited amount of money, so grades, effort, attendance, and enthusiasm displayed in the athletic training room are a major factor. Keep in mind, not everyone will get financial assistance, and you must be enrolled in 12 units of classes here at Arizona Western College. Also keep in mind that assistance can be revoked, just because you have financial aid one semester, does not mean you will have it the next semester. Ultimately, financial assistance is provided to those who earn it.

Class/Work Schedule Information Form

It is important that you fill out a class/work schedule form and turn it in to the staff member responsible for scheduling as soon as possible at the beginning of every semester. Even more important is that you update this sheet when necessary. We make game/practice schedules using these sheets, so make sure they are up to date.

Answering the Phone

Whenever you answer the phone in the athletic training room, use the following greeting: "AWC Athletic Training Room, this is _____. How may I help you?" Remember, you represent the entire staff when you answer the phone, so strive to be polite and helpful. Do not offer any information regarding a student-athlete, always defer to one of the athletic trainers. If they are not available, offer to leave a message and then write the message legibly and leave it on their desk.

Golf Cart Use

The golf cart is primarily to be used to setup and take down athletic games and practices. It is located under the covered parking next to the GY Building/Athletic Training Room. The keys are in the athletic training office on the bulletin board. The cart is to be driven responsibly and treated as if you are driving a car. Do not drive recklessly. Do not use your cell phone when operating golf cart. It is to be used primarily for the transportation of water, ice and other items necessary for the setup of practices and games. At no time should interns transport students or student-athlete unless told to do so by an athletic trainer. After use, the cart (with lights

turned off) and keys are to be returned to their correct spots. Notify an athletic trainer immediately if any problems occurs with the maintenance of the cart.

Keys

There will frequently be times when you need to borrow keys from a staff member to perform a certain task. We cannot stress enough the importance of returning these keys as soon as possible when your task is complete. When borrowing a staff members keys return them to the staff member's hand immediately after using them. **DO NOT** put any keys down on a desk, table, or countertops. **DO NOT** keep them longer than you need to as you may forget that you have them. The cost of replacing lost keys is quite high, possibly into the thousands of dollars depending on the keys, because locks must be re-keyed.

Injury Evaluations

The athletic trainer will be the first and only person to do the initial injury evaluation, unless otherwise told to do so. Please notify the certified athletic trainer when an athlete has been hurt and needs an injury evaluation, unless they only need first aid. If you are on the road with a team, don't hesitate to have the host certified athletic trainer evaluate the injury.

Intern and Program Evaluations

At the end of each semester, every Sports Medicine Intern will be evaluated on their performance demonstrated in the athletic training room and abroad. This evaluation will include areas of personal, professional, and academic skills needed in the athletic training room. There will also be a program evaluation that the student intern completes, whereby they get to evaluation the sports medicine staff and their overall experience in the internship program.

“Three-Strike Rule”/Internship Probation

Failure to uphold the standards set by this handbook and the Certified Athletic Trainers will result in probationary periods. Repeat offenses can lead to termination of the internship. These are offenses will be handled at the discretion of the Certified Athletic Trainers. To combat this, we offer a three-strike system:

First Strike – Warning; resulting in a private conversation with the athletic trainer to discuss offenses and expectation for how to resolve the issues had

Second Strike – Week of probation; intern will be suspended from athletic training room for a week – they will not be allowed in the ATR or at the games

Third Strike – Termination of internship

Treatments/Treatment Log

Only the Certified Athletic Trainers or Sports Medicine Interns will provide treatments of any kind. Student-athletes are not to do their own treatment, unless directed to do so. Treatments will only be given once the student-athlete has been evaluated by a certified athletic trainer and has been advised to receive that treatment. If you are not sure ask the certified athletic trainer, student-athletes will not dictate what treatment they are to receive.

We need to document injuries and treatments for legal purposes. Legally, if we do not document the injury or treatment, it did not happen. The log also helps to identify what has been done already and what can be done in the future to help treat the student-athlete. We also have a limited budget and order equipment and supplies according to the usage, which is documented in the logs. WRITE EVERY TREATMENT DOWN.

Daily and Practice Duties

1. Daily Duties (arrive at a predetermined time and ensure the following tasks are completed):
 - a. Sufficient tape of all sizes and types are stocked in the tape drawer.
 - b. All counters, shelves, tables, etc. are stocked with the needed materials. (Elastic wraps, band-aids, protective equipment, ultrasound gel, biofreeze, etc.)
 - c. Whirlpool is cleaned and then filled. (Should be set at 50°F using injury ice.)
 - d. All counters and tables are wiped down and ready for use.
 - e. All laundry is washed, folded, and in the proper locations.
 - f. The ice machine (ice in the machine, with bags and flexi-wrap available) and ice cups are ready for use.
 - g. All modalities (hydrocollator, e-stim. units, ultrasound units, etc.) are ready for use.
 - h. All rehabilitation equipment is cleaned and stored in the correct places.
 - i. All coolers are wiped down and stacked to dry after use. All bottles are washed and stored properly after use.
2. Pre-Practice Duties:
 - a. Apply all wraps, dressings, bandages, protective padding, and tape that you are qualified to apply.
 - b. A general rule to follow is to care for those athletes that are in-season first. However, we work on a “first come – first serve” basis. If an off-season athlete comes in before an in-season athlete, we will take care of the off-season athlete first – unless it is right before in-season practice time.
 - c. Do not allow crowding at the tape tables. Take each athlete in his/her proper order. If the crowd becomes large, ask the athletes to wait in the locker room or outside.
 - d. Sports Medicine Interns should become proficient at the following procedures:
 - i. Documentation of injuries and treatment records.
 - ii. Application of ice bags, ice massages, heat packs, and whirlpool treatments.
 - iii. Taping/wrapping procedures for the ankle, fingers, groin, knee, toes, thumb, & wrist.
 - iv. Securing protective equipment and padding to any body part.
3. Practice Area Duties:
 - a. Take all emergency medical and AT supplies onto the practice fields or courts before practice begins. This can include ice, water, cups/water bottles, training kits, equipment kits, crutch bag, splint bag, and AED. Do this early, if you’re on time then you are late.
 - b. Station yourself near the action so you can be easily spotted, but not in the way. Also station yourself so that you can see the athletes participating – often times the certified athletic trainer will tell you where to stand. Never turn your back to the activity! Keep your attention on the field or court.
 - i. Watch for injuries and care for them when they occur.
 - ii. If you witness an injury, pay close attention to how the injury occurred and relay this information to the certified athletic trainer.
 - iii. If possible, carefully remove injured athletes from the field or court and either bring them to the Athletic Training Room or other designated area for proper injury assessment/treatment.
 - iv. Do not turn your attention away from practice to play catch, talk to athletes, other interns, or other bystanders. Stay off of your cell phones unless it is an emergency.
 - c. Give athletes and coaches water as needed. Always keep water available (coolers/bottles filled) at all times. Assist with “water breaks’ as needed.

- d. Always carry the necessary first aid supplies in your personal kits such as gauze, band-aids, tape, scissors, etc.
 - e. Always stay with an injured athlete either on the field or in the training room. Never leave an athlete unattended.
4. Post-Practice Duties
- a. Bring in, clean, and store all supplies used during practices.
 - b. Be sure all athletes receive proper treatments.
 - c. Document all injuries and treatments on the proper forms.
 - d. Place all dirty wraps, towels, and any other laundry in the laundry hamper.
 - e. Wipe down all counters and tables.
 - f. Wipe down all coolers are wiped down and stacked to dry. Place all used bottles in dishwasher and start once filled.
 - g. Sweep and mop the floors.
 - h. Check and make ice cups, knock ice in the ice machines down.
 - i. Turn off modality units, lock cabinets and doors, and turn off lights.
 - j. Sports Medicine Interns are not to leave until all jobs are completed and the LAT dismisses you.

Game or Event Duties

1. Pre-Game Duties
- a. Arrive at specified times and prepare all necessary equipment before athletes arrive.
 - b. Assist with pre-game taping at the appointed time.
 - c. Be dressed (in game attire) and ready to work on time.
 - d. Prepare the sidelines and locker room areas with needed supplies as needed.
 - e. Introduce yourself to the opposing team's athletic trainer(s) and/or coaches and offer your services and/or explain your role.
 - f. When applicable, go over the pre-game checklists for on the field or playing area, and locker room supplies. This should be done well before the event or game occurs.
2. Game Duties
- a. During the game or event, pay close attention to the activity. Watch participants who may be injured and/or alert the LAT if you suspect an injury has occurred that he/she may not be aware. Also keep an eye on equipment, supplies, etc. Replenish deficient supplies and/or notify the LAT if necessary.
 - b. Normally, one Sports Medicine Intern needs to accompany an LAT on the field or court to assist an injured athlete. Other interns should be ready to bring splints or other equipment on the field. Also, other interns should continue to care for athletes on the sideline as needed.
 - c. Always carry scissors, gauze, band-aids, tape, and other important equipment with you.
 - d. Be prepared to adjust equipment, apply protective equipment/padding, wraps, ice bags or dressings to those athletes not in the game or event. Work quickly, but not so fast that your skills suffer.
 - e. Assist in the administration of water to athletes and coaches. Keep water coolers filled with water and ice. Especially in hot weather.
 - f. During halftime or other breaks:
 - i. Check all athletes for injuries and care for them appropriately.
 - ii. Inform the LAT of any changes in an athlete's condition.
 - iii. Assist in providing athletes and coaches with water and "sports drinks".
 - iv. Adjust and/or repair any equipment that needs attention.
 - v. Check and/or clean up the sideline/bench areas,

- vi. Refill water coolers and ice chests if necessary. Also straighten and restock kits and other supplies/equipment.
3. Halftime/Time-Out Duties
- a. Check all athletes for injuries and care for them appropriately.
 - b. Inform the Athletic Trainer of any changes in an athlete's condition.
 - c. Assist in providing athletes and coaches with water and Gatorade.
 - d. Adjust and/or repair any equipment that needs attention.
 - e. Check and/or clean up the sideline/bench areas.
 - f. Refill water coolers and ice chests if necessary. Also straighten and restock kits and other supplies/equipment.
4. Post- Game Duties
- a. Be sure that all equipment is removed from the playing areas and locker rooms, and is back in the Training Room and/or the appropriate storage areas.
 - b. Assist athletes in removing tape, bandages, and dressings. Keep the Training Room cleared for the injured.
 - c. Assist injured athletes with changing clothes, etc. Pay close attention to those with head injuries and/or other serious injuries.
 - d. Clean and dress all wounds and care for other injured athletes as needed.
 - e. Check the list of daily clean up jobs and do them!
 - f. Complete all injury reports and treatment logs as needed.
 - g. Collect all used wraps, towels, and loaned equipment from the locker room and put them in the proper locations.
 - h. Handout and/or apply ice bags to those who need them.
 - i. Stay close to and monitor the injured on return trips to school.
 - j. Notify LATs of all injuries, either personally or by phone.
 - k. Sports Medicine Interns are not to leave until all jobs are done, and the LAT dismisses you.

Handbook Agreement

I acknowledge that I have received and read the *Sports Medicine Internship Program Handbook*, which describes important information about Arizona Western College's Sports Medicine Internship Program. I understand that I should consult the athletic trainer(s) if I have questions. If accepted into the program, I acknowledge that it is for no specified length of time. Accordingly, either I or the athletic trainer(s) may terminate the relationship at will, at any time, for any reason or no reason. I understand that neither this handbook nor any other policy or procedure is intended to provide any contractual obligations related to continued extension of this internship opportunity.

Since the information, policies and procedures described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. I understand that the athletics trainer(s) may change, modify, or interpret any aspect of the handbook at his/her/their discretion, without giving cause or justification. Such revised information may supersede, modify or eliminate existing policies.

I understand that any actions that reflect poorly on the Sports Medicine Internship Program, Athletic Department, Physical and Wellness Education Department, or Arizona Western College may result in immediate dismissal from the program.

I understand and agree that I have read and comply with the information detailed in the contained in this handbook and that continuation as an intern in the program contingent on following those policies.

Applicant Name (Printed)

Date

Applicant Signature

Date